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D/PPP&H
SI- 136211

11 JUN 1981

MEMORANDUM FOR: Chief, Latin America Division

THROUGH: Chief, Career Management Staff
Deputy Director for Operations

FROM: James N. Glerum
Director of Personnel

SUBJECT: Premium Pay for [] Officers

25X1

REFERENCE: Memo to D/PERS from C/LA Div, dated 15 Dec 80;
Same Subject

1. Per referenced request regarding premium pay for [] Officers that was approved 29 December 1980, the information which you supplied to the Office of Personnel (OP) provided the requirements necessary to continue the premium pay for the officers. The rate at which the employees are paid is determined by the amount of overtime hours worked in a week that are administratively uncontrollable. The monthly statistics maintained by the officers were computed on a weekly basis, and the percentage rates are as follows:

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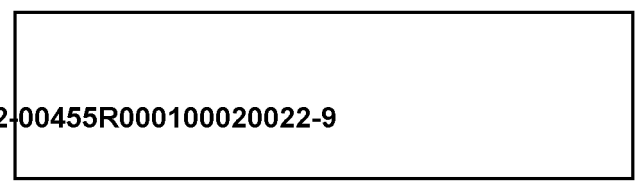
The number of overtime hours worked by each individual which were administratively uncontrollable represent a substantial amount, meaning:

- 1) the individuals work an average of at least three hours a week of overtime;
- 2) the irregular overtime work is a continual requirement, generally averaging more than once a week; and
- 3) there is a definite basis for anticipating that the irregular or occasional overtime work will continue over an appropriate period.

2. The following information will provide pay administration guidance for employees assigned to positions which are eligible to receive premium pay:

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- 1) if the employee is temporarily assigned to another position, the payment of premium pay may continue for not more than ten consecutive days and for not more than 30 workdays in a calendar year;
- 2) payment of premium pay cannot be authorized for more than 60 workdays in a calendar year when an employee is assigned to a formal training program;
- 3) annual premium pay will continue to be paid when an employee is on leave with pay;
- 4) employees shall be paid in accordance with [] for regular overtime work, night differential, and work on Sundays and holidays.

25X1

3. A review should be made by the component periodically of the irregular or occasional overtime work to determine if the employee is generally responsible for recognizing, without supervision, circumstances which require him/her to remain on duty. When the average number of irregular or occasional overtime hours worked annually differ from the hours approved above, documentation of their change should be submitted to the Director of Personnel for approval of a different percentage of annual premium pay.

/s/ James N. Glerum

James N. Glerum

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OP/PMCD/PSS, [] kms (5 June 81)

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D/BPP&M

80-1362

15 DEC
1980

MEMORANDUM FOR: Director of Personnel Policy, Planning
and Management

THROUGH : Chief, Career Management Staff
Deputy Director for Operations

25X1 FROM : [REDACTED]
Chief, Latin America Division

25X1 SUBJECT : Premium Pay for [REDACTED] Officers

REFERENCE : Our Memo, dtd 24 June 1980, Same Subject

25X1

1. The referenced memorandum requested that 10% Premium Pay be granted for certain personnel assigned to [REDACTED] who are on TDY 30% of their time [REDACTED]

[REDACTED] to make contact with agents. The request was denied on 17 October 1980. LA Division would like to have that denial reconsidered.

2. The OPPPM response states that "In order to receive the premium pay requested, the work must be administratively uncontrollable, that is, the employee has no choice as to when or where he may perform the work when he remains on-duty in continuation of a full daily tour of duty. In this case the officers have the flexibility to make their own decisions," [REDACTED]

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25X1 SUBJECT: Premium Pay for [] Officers

CONCUR:

25X1 []
Chief, Career Management Staff

3 DEC 1980
Date

25X1 []
Deputy Director for Operations

16 DEC 1980
Date

*APPROVED:

/s/ []
Director of Personnel Policy, Planning
and Management

29 Dec '80
Date

*This request for annual premium pay for [] Officers is approved for a 90-day 25X1 trial period. It is requested that the officers document the amount of administratively uncontrollable overtime worked. This means that the employee has no choice as to when or where he/she will perform the work when remaining on-duty in continuation of a full daily tour of duty. Travel time should not be included in the overtime.

Annual premium pay will be extended if the documented overtime worked supports such a continuation. If this does occur, it will not be necessary to continue monitoring the uncontrollable overtime.